

Oneida County Job Description

Job Title:	Highway Commissioner/Solid Waste Director
Class Title:	Highway Commissioner
Department:	Highway
Reports To:	Public Works Committee
FLSA Status:	Exempt-Exec.
Prepared By:	Public Works Committee
Prepared Date:	November 2015
Approved By:	Lisa Charbarneau
Approved Date:	November 2015
Reviewed Date:	<hr/>

SUMMARY This position plans and directs the work of the County Highway Department and Solid Waste Department requiring independent judgment and thorough knowledge of all factors affecting road construction and maintenance. Duties involve short and long-range planning; the County's solid waste disposal program including landfill site operation, public education and alternatives to land filling such as recycling and composting.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Plans, assigns and supervises the work of highway construction and maintenance crews.
- Oversees the design, drawings, specifications and cost for construction and maintenance of highways, roads and bridges.
- Works with town boards, officers and representatives of the State and Federal government regarding the construction and maintenance of highways, roads and bridges.
- Develops, presents and monitors department budget including authorizing all department expenditure, line item transfers and reimbursements.
- Plans/coordinates construction projects with consultants and contractors; ensures projects meet state mandates and that estimates are followed and payment conditions achieved.
- Recommends necessary equipment purchases and capital improvements. Authorizes purchases made for budgeted items.
- Prepares reports as required by DNR, DATCP and EPA.
- Prepares, submits grant applications as approved by the Solid Waste Committee. Submits or oversees submittals of reports as required for grants received.
- Knowledge of hazardous wastes operations.
- Prepares annual landfill operating budget and operations report.
- Attends various committee meetings, County Board meetings, staff meetings and public hearings.
- Responds to public inquiries and complaints.
- Attends seminars, workshops and conferences to assure that the County is operating with the most efficient technology available.
- Counsels employees, participates in grievance procedures and offers advice on labor negotiations.
- Maintains records and makes reports incidental to Department.

- Screens, interviews and selects new employees.
- Prepares specifications for the purchase of highway equipment.
- Any other duty as assigned.

SUPERVISORY RESPONSIBILITIES Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

QUALIFICATIONS To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Must be knowledgeable of highway and bridge construction, maintenance procedures, and long-range construction planning.
- Knowledge of budgetary planning, expenditure and control in government.
- Must be knowledgeable of solid waste laws, operations and regulations as well as of alternative methods of solid waste disposal.
- Must be able to formulate, communicate and enforce policies and procedures and to establish satisfactory working relationship. Knowledge of labor management practices and contract interpretations.
- Knowledge of computer software, accessories and internet.

EDUCATION and/or EXPERIENCE

- Associate Degree in Business Management, Engineering or related field;
- Minimum of five(5) years' experience in progressively responsible administrative and supervisory duties within a road construction/maintenance environment or business;
- Education or experience related to Solid Waste Management, Environmental Science or Civil Engineering.
- Two years work experience in solid waste management, sanitary landfill operations, recycling center or related area is desirable.
- OR any combination of education and experience that provides the equivalent knowledge, skills and abilities.

LANGUAGE SKILLS Possess good verbal communication.

MATHEMATICAL SKILLS Good basic mathematical skills.

REASONING ABILITY Ability to evaluate situations and make good independent decisions based on practices, rules and procedures.

CERTIFICATES, LICENSES, REGISTRATIONS Valid Wisconsin Driver's license. CDL License with A, B, C and N endorsements.

PHYSICAL DEMANDS The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

WORK ENVIRONMENT The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Due to the nature of this position, the environmental conditions may be extreme and are those which are found in the Northern Wisconsin area (snow, rain, sun and wind), and temperatures may fluctuate.